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CENTRAL INTELLIGNICE GROUP

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CILA ADMINISTRATIVE OF TELESCOPTE

LETTERS OF AFPOINTMENT FOR UNVOUCHERED PERSONIEL

1. Application:

All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

2. Authority to Sign Letters of Appointment:

a. The Director, CLJ, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultants for departmental or field services. By cable dated 11 October 1946, the Director, CLG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and semi-covert personnel to be paid from unvouchered funds will receive letters of appointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached heret.

b. All other types of personnel to be paid from unvouchered funds will receive letters of appointment signed by the Chief, Special Funds Section, in accordance with Delegation of Authority by the Director, CIG, dated 21 October 1946. The form of such letters of appointment shall be approved in advance by the Office of General Counsel, except where such letters of appointment are executed abroad, in which case a copy will be directed to the appropriate Branch Chief in Mashin ton for referral to the office of General Counsel for review and approval as to form.

A 3. Issuance

Letters of appointment will be issued at the time the employment is approved. The letter of appointment will be prepared by the individual who is authorized to sign the particular type of letter of appointment to be used. The riginal of the letter of appointment shall be acknowledged by the employed as involved for therein and permanently filed in the Special Funds Section, Finance Division, P. & A. Branch. No payments of salary from unvouchered funds will be made to any employee until a properly signed letter of appointment is in the possession of the Special Funds Section.

FOR THE DIRECTOR OF CENTRAL INTILLIGENCE:

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CAN
Renumbered and Integrated Celled or Superseded

with CIG A.O.

CIA General Order

Colonel ...

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Jan Jan	CONFIDENTI: Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050049-6
25X1A	7 January 1947
25X1A	CENTRAL INTELLIGENCE GROUP
25X1A	C.I.A. ADMINISTRATIVE PARTY
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	amended by changing the word "employer" to read "employee" in paragraph
	"3. Issuance", line 4.
25X1A	2. All copies of Administrative Order should be changed
25X1A	accordingly.
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	Executive for Personnel
25X1A	and Administration
25X1A CINTELLIGENCE GROUP 25X1A 25X1A 1. C. I. G. Administrative Order Subject: "Letters of Appointment for Unvouchored Personnel," dated 31 December 1946, is hereby amended by changing the word "employer" to read "employee" in paragraph "3. Issuance", line 4. 25X1A 2. All copies of Administrative Order should be changed 25X1A 2. All copies of Administrative Order should be changed 25X1A	
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Approved For Release 2003/03/10: CIA-RDP81-00728R000100050049-6 Office Memorandum. • UNITED STATES GOVERNMENT

		CHIEF, SPECIAL FUNDS SECTION	DATE: 14 January 194
	FROM:	EXECUTIVE FOR PERSONVEL AND ADMINISTRATION	
25X1A	SUBJECT:	CIC Administrative Order	
		는 사람이 되었다. 그런 말이 되는 사람이 되는 것을 받았다. 는 이 사람이 얼마나 들어 있는 것을 보고 있는 것을 보고 있습니다.	
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		2. This approval also has the Assistant Director for Special Operations.	concurrence of the
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	MEMORANIUM 9 January 1947
	TO : ADSO Executive for P & A
	FROM : Chief, Special Funds
25X1A	SUBJECT: CIG Administrative Order
	Pursuant to our phone conversation of 8 January, appended hereto is a draft of proposed interpretation of the subject order and the mechanics for effecting the order from a practical point of view.
25X1A	: ADSO Executive for P & A OM: Chief, Special Funds BJECT: CIG Administrative Order Pursuant to our phone conversation of 8 January, pended hereto is a draft of proposed interpretation of esubject order and the mechanics for effecting the order om a practical point of view. If this draft procedure is deemed proper and with- the scope of Administrative Order it is respectfully quested that you indicate your concurrence and return to as office. Your attention is also called to the fact that sub- est order prohibits payment of salary until a properly signed of the order prohibits payment is in the possession of the Special Function. At this moment this provision cannot be carried out thout terminating all payrolls for a lengthy period. Practi- ly, verbal approval has been given to continue payrolls pend-
	Your attention is also called to the fact that subject order prohibits payment of salary until a properly signed Letter of Appointment is in the possession of the Special Function. At this moment this provision cannot be carried out without terminating all payrolls for a lengthy period. Practically, verbal approval has been given to continue payrolls pending completion of the requirement.
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Attachment

Policy

- 1. Letters of appointment will be issued to all CIG employees paid from Special Funds. Said letters are to be prepared in original copy only, will be read and accepted in writing by the employee, and will be filled in the personnel folder of the individual in the Special Funds Section.
- 2. Letters of appointment for all employees on duty in Washington as of 31 December 1946, hired subsequent to 31 December 1946, or field personnel hired prior to 31 December 1946 but leaving for the field subsequent to 31 December 1946 will contain a clause requiring a minimum tour of overseas duty of 24 months.
- 3. Letters of appointment for personnel hired prior to 31 December 1946 and who were en route or already in the field at that date will contain a clause requiring a minimum tour of overseas duty of 18 months.

 Mechanics
- 1. The CIG employee administring the oath of office will simultaneously issue and have accepted the Letters of Appointment. This letter will then he duly signed by the designated official and will be placed in the personnel folder of the individual.
- 2. The Certifying Officers, Special Funds in preparing the Overseas
 Data Sheets for employees departing for overseas duty will in every case
 verify that a Letter of Appointment is on file in the individuals personnel
 folder. The purpose of this is to ensure that employees hired prior to
 9 January, the effective date of the mechanism for issuing letters of
 appointment, do not inadvertently go overseas without a proper letter of

appointment. If, in any instance, the individual objects to the 24 month clause on the grounds that he was employed for overseas duty on an 18 month understanding, the problem will be referred immediately to the Branch Chief concerned.

- 3. Letter of Appointment will be prepared for all employees presently on duty in Washington, will be accepted and placed in the individuals file.
- 4. Letters of Appointment will be prepared for all employees in the field or en route on 9 January. Those in the field or en route at 31 December will contain the 18 month clause whereas such employees who may have departed subsequent to 31 January but prior to 9 January will contain the 24 month clause. These letters will not be sent to the field for acceptance, but lists of individuals will be transmitted to the field. The field will be instructed to advise each person of the Letter of Appointment and its terms.

CONFIDENTIAL

Approved For Release 2003/03/10: CIA-RDP81-00728R000100050049-6

25X1A

	MEMORANDUM	9 January 1947
	TO : ADSO Executive for P & A	
25X1A	FROM : Chief, Special Funds	
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	Attachment	
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	<u> </u>	hief, Special Funds

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

CONFIDENTIAL

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 of the individual in the Special Funds Section, AND THE COPY
 IN THE OFFICE OF the Asst. Exec. for Personnel USO.

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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050049-6

CONFIDENTIAL

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	430£ st. h.W.
MASHIFUTOH, D. C.	
	(Date
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Street Address	
City & State	
Dear ifr.	
1. This is to notify you that the United States love by the Central Intelligence (1966) has accepted your employer. Position: Base Salary: per	ernment, as represented by ment effective
2. This appointment is not a Civil Service position. To annual and sick leave (only in accordance with Civil Seations). You will be reimbursed for travel expenses in a standardized Government Travel Regulations, as amended. I continental li its of the United States, you will be grant allowances as are prescribed by CIA regulations.	ervice rules and regu- accordance with the
3. If you are ordered to a station outside the continuou will be required to serve a minimum period of twenty-f station. If you wish to resign or terminate your appoint	our months at such

- the United States before the expiration of twenty-four months after the date of departure for an everseas post, CIQ will not pay your return travel expenses from a station outside the United States.
- 4. Your appointment is for such tile as your services may be required and funds are available for the work of CIR Potice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTANT CHIFF, FRASONEL DIVISION

ACCEPTED:

31 Documber 1946:

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CENTRAL INTEL IGHICE GROUP

C.I.G. ADMINISTRATIVE ORDER

LETTERS OF APPOINTMENT FOR UNVOUCHERED PERSONTEL

1. Application:

All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

- 2. Authority to Sign Letters of Appointment:
- a. The Director, Clu, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultants for departmental or field services. By cable dated 11 October 1946, the Director, CIG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and semi-covert personnel to be paid from unvouchered funds will receive letters of ap ointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached heret.
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FOR THE DIRECTOR OF CENTAAL INTILLIGENCE:

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Name				
Street Address				
City & State				
Dear Mr.				
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ou will be required to a station. If you wish	serve a minimun to resion or ten the expiration s post, CI will	period of twenty rminate your appo of twenty-four m I not pay your re	intment or return to onths after the date of	
4. Your appointment and funds are available piven you by procedure segulations.	for the work of	CIG. Notice of	ces may be required termination will be Service rules and	
				1.
		ASSISTANT CHIEF,	PERSONI EL DIVISION	
CCEPTED:				
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20 December 1946

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MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Orders

Enclosure: a. Proposed Administrative Order re Letters of Appointment for Unvouchered Personnel.

b. Proposed Administrative Order re Length of Service Overseas.

- l. Enclosed are two proposed Administrative Orders. The first is concerned with length of overseas service, and the second with letters of appointment for unvouchered personnel. The Orders have been discussed with the Personnel Division and the Office of Special Operations. Colonel Galloway specifically requested that individuals who are assigned to overseas duty be required to remain overseas for a minimum period of twenty-four months.
- 2. If the proposed Orders meet with your approval, it has been requested that they be issued with a minimum of delay. The undersigned will be pleased to discuss the Orders with you, in person, if it is deemed necessary.

25X1A

JOHN S. WARNER Assistant General Counsel

CONFIDENTIAL

December 1945

CENTRAL INTELLIGENCE GROUP

25X1A

C.I.G. ADMINISTRATIVE ORDER

LETTERS OF APPOINTMENT FOR UNVOUCHERED PERSONNEL

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, CAC Pty

Executive for Personnel and
Administration

CONFIDENTIAL

(EXHIBIT A)

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	CENTRAL INTELLIGENC	E GROUP
and a second	WASHINGTON, D.C	• • • • • • • • • • • • • • • • • • • •
		(Date)
Name		
Street Address City & State		
Dear Mr.	**************************************	
1. This is t ment, as represent accepted your empl	ed by the Central Inte	United States Govern- elligence Group, has
	ition: e Salary: \$	per
with Civil Service	o annual and sick leav	l Service position. You ve (only in accordance s). You will be reimbur

- Travel Regulations, as amended. If stationed outside the continental limits of the United States, you will be granted such monetary allowances as are prescribed by CIG regulations. If you are ordered to a station outside the continental
- United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an overseas post, CIG will not pay your return travel expenses from a station outside the United States.
- 4. Your appointment is for such time as your services may be required and funds are available for the work of CIG. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTANT CHIEF, PERSONNEL DIVISION

ACCEPTED:

CONFIDENTIAL

December 1946

25X1A

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

LENGTH OF OVERSEAS SERVICE

- 1. There is hereby established a policy of requiring individuals who are assigned to overseas duty to remain overseas a minimum of twenty-four months. This means that if an employee wishes to return at an earlier date he must pay his own passage and will receive no travel allowances. After twenty-four months, the employee may request return at Government expense with the regular travel allowances, but such return would be for separation, not for leave or other personal reasons. This policy will be stated as a provision in the letter of appointment issued by CIG to the employee.
- Experience has shown that in intelligence work all personnel who stay overseas for too long a period pass the point of greatest efficiency and lessen in useful productivity due to lack of contact with domestic problems and customers, and lack of knowledge of new techniques, methods and procedures. It has been administratively determined in accordance with this experience that no employee should be continuously overseas for a period of more than thirty months, and that it is necessary to an efficient and adaptable service to re-train and re-orient all employees after the passage of some twenty-four to thirty months overseas. Accordingly, branch chiefs will maintain records of the period for which employees under their control have been outside of the United States and, on the expiration of twenty-four months, will take the proper steps for returning each employee for specific re-training and re-orientation. On completion of such a training program, the employee may take leave in accordance with existing Government regulations. On completion of leave, the employee may require additional training or may be assigned immediately to an overseas post on the condition that a further minimum period of twenty-four months duty overseas will be served.
- 3. It will be the duty of the branch chief, in consultation with the other officers concerned, to determine whether return for training will be on temporary duty or permanent change of station, to determine the course of training necessary, and to establish that the travel involved is necessary in the best interests of the Government. Requests from overseas for return of individuals will be considered only in connection with separation or travel at the individual's expense.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel and Administration

*TOPASECREE For Release 2003/03/NFISHAFAP81-007/28/9999049-900149-9000149-9000149-900149-900149-900149-900149-9000149-900149-900149-900149-900149-900

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH INTER-OFFICE ROUTING SLIP

FROM			TO	INITIALS	DATE
/	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION	N			
	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINIS	STRATION			
	CHIEF, PERSONNEL DIVISION				
	CHIEF, FINANCE DIVISION				
	CHIEF, SERVICES DIVISION				
	CHIEF, SECURITY DIVISION				
	CHIEF, PROJECTS SUPPORT DIVISION				
	CHIEF, COMMUNICATIONS DIVISION			/ .	
	CENTRAL RECORDS		V		
	APPROVAL INFORMATION			DIRECT	REPLY
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TOP SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP INTER-OFFICE ROUTING SLIP (Revised 10 Sept 1946)

FROM		TO	INITIALS	DATE			
	DIRECTOR OF CENTRAL INTELLIGENCE						
	EXECUTIVE TO THE DIRECTOR						
	SECRETARY TO THE DIRECTOR						
	EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR						
	ADVISORY COUNCIL						
x	ECUTIVE FOR PERSONNEL & ADMINISTRATION		Be Mile	[/] 23/46			
	CENTRAL RECORDS						
	SECRETARY NIA						
	CHIEF, INTROEPARTMENTAL STAFF						
	ASST DIRECTOR, SPECIAL OPERATIONS CALLOWAY	x					
	ASST. DIRECTOR, RESEARCH & EVALUATION						
	ASST. DIRECTOR, COLLECTION & DISSEMINATION						
	CHIEF, SECURITY BRANCH						
APPROVALINFORMATIONDIRECT REPLY							
ACTIONRETURNCOMMENT							
RECOMMENDATIONPREPARATION OF REPLYFILE							
SIGNATURECONCURRENCEDISPATCH							
REMARKS:							
Request that you review the attached proposed administrative orders and return to Executive for P&A with your comments.							
TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED							

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Orders

- 1. Returned herewith is the proposed Administrative Order concerning Length of Overseas Service. This Order has my approval in its present form.
- 2. The proposed Administrative Order concerning Letters of Appointment has been changed to state that the Assistant Chief, Personnel Division, will sign letters of appointment for employees on unvouchered funds. This is deemed advisable inasmuch as the Assistant Chief, Personnel Division, is a member of the Personnel Review Committee, which screens the prospective employees. Since there exists a possibility that employees may be appointed at overseas stations, letters of appointment, in such cases, may be signed by the Chief of Mission or Independent Station, in accordance with cable authority of the Director, dated 11 October 1946.

25X1A

DONALD H. GALLOWAY
Assistant Director - Special Operations

20 December 1946

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

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JOHN S. WARNER Assistant General Counsel

JSW:mbt

CONFIDENTIAL

20 December 1946

GENTRAL INTELLIGENCE GROUP

C.I.C. ADMINISTRATIVE ORDER NO.

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All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

2. Authority to Sign Letters of Appointment:

a. The Director, CIG, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultents for departmental or field services. By cable dated 11 October 1946, the Director, CIG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and s mi-covert personnel to be paid from unvouchered funds will receive letters of appointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached hereto.

b. All other types of personnel to be paid from unvouchered funds will receive letters of appointment signed by the Chief, Special Funds Section, in accordance with Delegation of Authority by the Director, CIG, dated 21 October 1946. The form of such letters of appointment shall be approved in advance by the Office of General Counsel, except where such letters of appointment are executed abroad, in which case a copy will be directed to the appropriate Branch Chief in Washington for referral to the Office of General Counsel for review and approval as to form.

3. Issuance:

Letters of appointment will be issued at the time the employment is approved. The letter of appointment will be prepared by the individual who is authorized to sign the particular type of letter of appointment to be used. No payments of salary from unvouchered funds will be made to any employee until a properly signed letter of appointment is in the possession of the Special Funds Section.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Colonel, CAC Executive for Personnel and Administration

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(EXHIBIT A)	
CENTRAL INTELLIGENCE GROUP	
WASHINGTON, D.C.	
(Date)	
Name	
City & State	
Dear Mr.	
1. This is to notify you that the United States Government, as represented by the Central Intelligence Group, has accepted your employment effective	
Position: Base Salary: \$ per	
2. This appointment is not a Civil Service position. You will be entitled to annual and sick leave (only in accordance with Civil Service rules and regulation. You will be reimburse for travel expenses in accordance with the Standardized Government Travel Regulations, as amended. If stationed outside the continental limits of the United States, you will be granted such monetary allowances as are prescribed by CIG regulations.	ed it
3. If you are ordered to a station outside the continental United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an overseas post, CIG will not pay your return travel expension a station outside the United States.	D. S
4. Your appointment is for such time as your services may be required and funds are available for the work of CIG. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.	

ASSISTANT CHIEF, PERSONNEL DIVISION

ACCEPTED:

WINI INC. IN THE

JSW:mb&

CONFIDENTIAL

20 Docember 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO.

LENGTH OF OVERSEAS SERVICE

- 1. There is hereby established a policy of requiring individuals who are assigned to everseas duty to remain everseas a minimum of twenty-four menths. This means that if an employee wishes to return at an earlier date he must pay his own passage and will receive no travel allowances. After twenty-four menths, the employee may request return at Government expense with the regular travel allowances, but such return would be for separation, not for leave or other personal reasons. This policy will be stated as a provision in the letter of appointment issued by CIG to the employee.
- 2. Experience has shown that in intelligence work all personnel who stay overseas for too long a period pass the point of greatest efficiency and lessen in useful productivity due to lack of contact with domestic problems and customers, and lack of knowledge of new techniques, methods and procedures. It has been administratively determined in accordance with this experience that no employee should be continuously overseas for a period of more than thirty months, and that it is necessary to an efficient and adaptable service to re-train and re-orient all employees after the passage of some twenty-four to thirty months overseas. Accordingly, branch chiefs will maintain records of the period for which employees under their control have been outside of the United States and, on the expiration of twenty-four months, will take the proper steps for returning each employee for specific re-training and re-orientation. On completion of such a training program, the employee may take leave in accordance with existing Government regulations. On completion of leave, the employee may require additional training or may be assigned immediately to an overseas post on the condition that a further minimum period of twenty-four months duty overseas will be served.
- 3. It will be the duty of the branch chief, in consultation with the other officers concerned, to determine whether return for training will be on temporary duty or permanent change of station, to determine the course of training necessary, and to establish that the travel involved is necessary in the best interests of the Government. Requests from overseas for return of individuals will be considered only in connection with separation or travel at the individual's expense.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JSW:mbt

Colonel, CAC Executive for Personnel and

: 25X1A	Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050049-6				
	CRIEF, SPECIAL FUNDS SECTION	6.063/			
25X1A	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION				
	CI G Administrative Order	while have been a second			
25X1A	1. Your memorandum dated 9 the torms of CIC Administrative Order	January 1947 interpreting is approved.			
	2. This approval also has a Assistant Director for Special Operations.				
25X1A					
		olonel, ACD precunel and Administration			

mew Mr. Seunders

Col. Galloway

Central Records (2) Stayback

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7 January 1947 COPY NO. 81 CENTRAL INTELLIGENCE GROUP 25X1A C.I.G. ADMINISTRATIVE ORDER AMENDMENT NO. 1 1. C. I. G. Administrative Order 25X1A Subject: "Letters of Appointment for Unvouchered Personnel," dated 31 December 1946, is hereby amended by changing the word "employer" to read "employee" in paragraph "3. Issuanco", line 4. 25X1A 2. All copies of Administrative Order should be changed accordingly. FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: 25X1A Colonel, AGD Executive for Personnel and Administration

CONFIDENTIAL,

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100550049-6

MEMORANDUM

9 January 1947

TO

: ADSO

Executive for P & A

25X1A

FROM

: Chief, Special Funds

SUBJECT: CIG Administrative Order

25X1A

Fursuant to our phone conversation of 8 January, appended hereto is a draft of proposed interpretation of the subject order and the mechanics for effecting the order from a practical point of view.

If this draft procedure is deemed proper and within the scope of Administrative Order ____, it is respectfully requested that you indicate your concurrence and return to this office.

Your attention is also called to the fact that subject order prohibits payment of salary until a properly signed Letter of Appointment is in the possession of the Special Funds Section. At this moment this provision cannot be carried out without terminating all payrolls for a lengthy period. Practically verbal approval has been given to continue payrolls pending completion of the requirement.

Attachment

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Chief, Special Funds

COMEIDENLINE

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Policy

- 1. Letters of appointment will be issued to all CIG employees paid from Special Funds. Said letters are to be prepared in original copy only, will be read and accepted in writing by the employee, and will be filed in the personnel folder of the individual in the Special Funds Section.
- 2. Letters of appointment for all employees on duty in Washington as of 31 December 19h6, hired subsequent to 31 December 19h6, or field personnel hired prior to 31 December 19h6 but leaving for the field subsequent to 31 December 19h6 will contain a clause requiring a minimum tour of overseas duty of 2h months.
- 3. Letters of appointment for personnel hired prior to 31 December 1946 and who were en route or already in the field at that date will contain a clause requiring a minimum tour of overseas duty of 18 months.

Mechanics

1. The CIG employee administring the oath of office will simul-, taneously issue and have accepted the Letter of Appointment.

This letter will then be duly migned by the designated official and will be placed in the personnel folder of the individual.



- 2. The Certifying Officer, Special Funds in preparing the Overseas Data Sheets for employees departing for overseas duty will in every case verify that a Letter of Appointment is on file in the individuals personnel folder. The purpose of this is to ensure that employees hired prior to 9 January, the effective date of the mechanism for issuing letters of appointment, do not inadvertently go overseas without a proper letter of appointment. If, in any instance, the individual objects to the 24 month clause on the grounds that he was employed for overseas duty on an 18 month understanding, the problem will be referred immediately to the Branch Chief concerned.
- 3. Letters of Appointment will be prepared for all employees presently on duty in Washington, will be accepted and placed in the individuals file.
- 4. Letters of Appointment will be prepared for all employees in the field or en route on 9 January. Those in the field or en route at 31 December will contain the 13 month clause whereas such employees who may have departed subsequent to 31 January but prior to 9 January will contain the 24 month clause. These letters will not be sent to the field for acceptance but lists of individuals will be transmitted to the field. The field will be instructed to advise each person of the Letter of Appointment and its terms.

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